

MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 946
NORTH LITTLE ROCK, AR 72199-9600
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<http://www.arguard.org/HumanResources/HROMain.htm>

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 04-287T

OPENING DATE: 23 June 2004

CLOSING DATE: 14 July 2004

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Community Manager	80051000	
GS-0341-09/11/12	GS-09	\$40,454 - \$52,591 pa
	GS-11	\$48,947 - \$63,629 pa
	GS-12	\$58,665 - \$76,261 pa

(This announcement runs concurrently with an AGR announcement for the same position.)

TYPE OF APPOINTMENT: Technician, Excepted, Officer** Not to Exceed Lt Col/O-5
Non-Supervisory, Permanent

LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903-6096
NOMINATING OFFICIAL: John R. Dallas, Air Commander (Plt/Nav)

AREA OF CONSIDERATION:

Onboard:

- (1) Qualified technicians of the 188th Fighter Wing.
- (2) Qualified technicians of the Arkansas Air National Guard.
- (3) Onboard qualified technicians of the AR ARNG.

New Hire:

- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions

**Enlisted personnel may apply for this position. However, before being placed into this position they must complete AMS and thus be commissioned as an officer in the Air National Guard.

QUALIFICATION REQUIREMENTS: GENERAL: Experience which has provided a basic knowledge of the principles of organization, management and administration. **SPECIALIZED:** GS-11 and GS-12 must have 36 months experience in administrative, supervisory, managerial, professional or technical work which included responsibility for providing or obtaining a variety of essential management services such as resource utilization, logistical support, personnel management, management analysis, and/or public affairs. GS-09 must have 24 months specialized experience as stated at the GS-11/12 level.

OTHER REQUIREMENT: Individual must meet all military requirements of the position without creating a grade inversion, as determined by the supervisor. **A minimum of 18 credit hours of IT related courses is mandatory, or an Undergraduate degree in electrical or computer engineering is required.**

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Knowledge of the organizational structure of the unit on a day-to-day basis, and regulatory and informational material pertinent to the operations and activities involved. (2) Ability to plan, direct and/or participate in special ANG and wing-initiated studies and projects relating to organization, resource utilization, logistical support, and readiness programs. (3) Ability to serve as the wing audit focal point and initial point of contact for the Inspector General complaint process. (4) Ability to solve problems and disagreements that are referred to the Air Commander. (5) Ability to maintain liaison with, and represent the wing with various public officials, civic and military groups. (6) Ability to write and coordinate news releases with the local media. (7) Ability to review processes and procedures to determine overall effectiveness, efficiency and productivity of activities and programs managed. (8) Completion of training/education appropriate to the duties of the position. Upon selection, must be a member of the 188th FW, AR ANG, and assigned to a compatible military position in AFSC 33SX. **IF SELECTEE IS PLACED IN POSITION BELOW GS-12, DUTIES WILL BE ADJUSTED, COMMENSURATE TO THE GRADE LEVEL, WITH A STATEMENT OF DIFFERENCES and may be promoted non-competitively upon completion of IDP requirements.**

SUMMARY OF DUTIES: The incumbent accomplishes internal staff work which relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to base activities. Plans, directs and/or participates in special ANG and wing initiated studies and projects relating to the organization, resource utilization, logistical support, and readiness programs. Acts as intermediary to solve problems and disagreements that are referred to the Air Commander. Establishes and maintains liaison with public officials and civil groups, other reserve component activities, unit advisors and staff representatives of the respective headquarters, and the National Guard Bureau. Responsible for preparing and coordinating news releases with local news agencies on items of interest to unit members, their families, and the community. Acts as the focal point for Family Support. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting application package (listed below), so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS. Application/Resume must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Submit applications to the Human Resources Office, Camp Robinson-HRO-Box 946, North Little Rock, AR 72199-9600, or to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096. Male applicants between the ages of 18 and 25 must be registered with the Selective Service System, as provided in Section 1622 of the Defense Authorization Act of 1986, prior to appointment to a Civil Service position for which selected. Applicants not registered prior to age 26 are ineligible for employment in the Federal Civil Service System. Evaluation will be based on the Qualification Requirements stated in the announcement; therefore, it is important that every requirement be addressed on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. **Application package consists of following:**

1. **OF 612:** Optional Application for Federal Employment, **or Resume, or other written format.**
2. **AG AR Ark Form 1:** Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
3. **AG AR Ark Form 6:** Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
4. **AG AR Ark Form 22:** Pre-Appointment Certification Statement.
5. **SF 181:** Race and National Origin Identification.
6. **Transcript (copy) for 18 hrs IT related courses or Undergraduate Degree in Electrical or Computer Engineering if applicant does not possess AFSC.**

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of employment/promotion/reassignment. Initial inprocessing of new employees will include enrollment procedures. PCS may be authorized in accordance with Joint Travel Regulations.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

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SHARON E. BAXTER
Human Resources Specialist
Recruitment and Placement